



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: **HYD-13-09**

OPEN TO: All interested candidates

POSITION: Security Investigator (Spl. Investigations); FSN-705-09; HYA-561007
(Personal Service Agreement)

OPENING DATE: March 26, 2013

CLOSING DATE: April 9, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05
Ordinarily Resident (OR) - Grade: FSN-9*

*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Hyderabad is seeking an individual for the position of Security Investigator (Spl. Investigations) in the **ARSO/I Section**.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

- The incumbent works under the direct supervision of the Assistant Regional Security Officer-Investigations (ARSO-I) in combating fraud in international travel documents, alien smuggling, and terrorist travel.
- In accordance with the Department's Visa and Passport Security Strategic Plan, the incumbent will conduct complex criminal investigations alongside a myriad of U.S. and/or Indian law enforcement agencies; engage in dedicated police liaison to develop effective relationships with senior and working-level counterparts in the host government and allied embassies.
- The incumbent is the primary RSO liaison to law enforcement, security, and U.S. air carriers at the Hyderabad International Airport.
- As a senior and expert local investigator for the Regional Security Office/ Overseas Criminal Investigations Program (OCI), the incumbent is responsible for the day-to-day management of a criminal, anti-fraud program at a post that is one of the top visa issuing posts in the world.
- Incumbent will handle or assist with the most sensitive investigations, especially those involving human smuggling by organized groups exploiting vulnerabilities in the H and L visa process, suspected terrorist activity, internal malfeasance, and organized crime (counterfeiting and forgery).
- The scope of investigations also includes coordinating criminal leads to and from host government law enforcement entities to aide official investigations and to engage the Indian Police Services in investigations deemed by the ARSO-I to be of special interest.
- The incumbent must be able to analyze and detect anomalies in Indian and U.S. travel documents as they may relate to alien smuggling or terrorist travel.
- The incumbent must develop and vigorously maintain close professional relationships with senior and working-level counterparts from the Indian Police Services (IPS), Ministry of External Affairs (MEA), Ministry of Home Affairs (MHA), and other foreign officials from allied embassies.
- The incumbent performs VIP Visit Liaison with security officials at the Hyderabad Airport. Incumbent performs high-level law enforcement liaison during VIP visits, especially when a criminal investigation could impact the overall security of the VIP visit.
- Incumbent must follow and review local reporting to ensure that the ARSO-I is advised of all media reports regarding terrorism and crime related to international travel/travel documents, alien smuggling, fraud, and other issues that are deemed of potential concern to the OCI program or U.S. Mission India.
- Incumbent develops insights into local media sources and provides unbiased analysis of the veracity/credibility of media reporting and outlets.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

- a. **Education:** Completion of a Bachelors Degree from a recognized university in humanities/commerce/science or related field is required.
- b. **Prior Work Experience:** Five years of competent experience in the investigative or consular-fraud prevention field.
- c. **Language Proficiency:** Level 4 English and Telugu
- d. **Job Knowledge:** The incumbent will be trained and well versed in DS policies, procedures, tactics, and techniques regarding the conduct of criminal investigations, to include: privacy rights and law, research methods, interview techniques, reporting formats, and evidence collection. The incumbent will be trained and well-versed in the policies, procedures, and processes of the Consular Affairs Bureau and the Embassy's Consular Section, to include: the Immigrant Visa (IV) Section, Nonimmigrant Visa (NIV) Section, and American Citizen Services (ACS) Section. The incumbent will be proficient in analyzing international travel documents and in detecting anomalies such as signs of forgery, alteration, or counterfeiting. The incumbent will be skilled in MS Office applications, specifically on the database and spreadsheet features and capabilities.
- e. **Skills & Abilities:** The incumbent must be aware of have the training or skills and experience necessary to conduct sensitive investigations regarding foreign nationals involved in organized criminal activity related to U.S. border security, which entails all aspects of the investigative cycle: planning, investigating, fact-finding, evaluating, and writing chronological and detailed reports of investigations. Incumbent must be computer literate and proficient in MS Word, PowerPoint, Excel, and Access.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website
<http://hyderabad.usconsulate.gov/jobopportunities.html> or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
or
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert **HYD 13-09** (Vacancy Announcement Number) in the Subject of the E-mail Hyderabadvacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the

sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE FOR THIS POSITION: (April 9, 2013)

The U.S. Mission in Hyderabad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: V Saradhi

Cleared: CONS: M Diamond

Approved: MO: D McCullough

